



Company Name: Sears

Job Location: Sears Corporate Office, 3333 Beverly Rd Hoffman Estates, IL 60179

Job Title: Client Administrator 786341BR

Job Description

The Client Administrator is responsible for Original Equipment Manufacture Warranty, Service Contract, Home Warranty claims submission, payment discrepancy, charge backs and reject recovery for their assigned clients.

Responsibilities/Skills/Experience Requirements

Manages client accounts by meeting with Clients and Internal Account Managers on a regular basis to ensure approval for payment received on all services rendered by Sears and A&E

Maintains and drives claim acceptance improvement that keeps overall profitability as the focus

Responsible for claim efficiency and accuracy to assigned clients by identifying process improvement opportunities

Ensures the integrity and accuracy of work processes by auditing completed and rejected claims that are worked by Senior Process/Recovery Claims Clerk if applicable with specific clients

Assembles data, reporting, and recommendations on ad hoc analyses requested by client, unit management and other business management

Presents, explains and discusses results of analyses concisely and effectively to drive fact-based decision making at all levels within the organization

Interpret contract language, pricing and rules associated for acceptable claim submittal

Ability to work independently within a team environment

Support field operations by providing service order closure guidance that leads to acceptable claims

JOB REQUIREMENTS:

- Bachelors Degree
- 3-4 years of related experience
- 18 years of age or older

REQUIRED SKILLS:

- 3-4 years progressive work experience
- Strong computer skills with the ability to quickly adapt to new systems and processes
- Strong organizational and planning skills
- Ability to interface with various levels within the organization
- Strong interpersonal skills
- Communication skills, with the ability to relay system information in a comprehensive manner to all levels of the business
- Proficient skill in the use of Microsoft Excel and PowerPoint
- Frequent sitting, some standing and walking and bending and reaching as necessary

PREFERRED SKILLS:

- Bachelor's level degree or equivalent work experience
- Home Services or claims management experience
- Microsoft PowerPoint, Word proficiency

Contact Name:

Issa Lozada de Vega/ Recruiter
407-551-5664

Response Method:

Call or Email- Resume

Pay Rate: \$16-22 dollars an hour

All you need to do is apply, click on the link:

<https://sjobs.brassring.com/TGWEbHost/jobdetails.aspx?partnerid=455&siteid=185&areq=786341BR&codes=IL>